**Tech Meeting August 18, 2008**

**Puxi Campus**

Members Present: Tom Banaszweski, Amanda DeCardy, Jeff Dungan, Simon May, Pat McMahon, Stacie Nakai, Simon Power, Mike Romard, Kris Sheehan, Trudy Wong,

Outside address to get onto GroupWise: 61.129.106.138 Port 1677

**Setting Up Technology Group Norms**

* Share! If resources are created, place them on the wiki or the server if it’s a large file
* Stay Positive
* Set time limits on topics and hash out follow-up procedures
* Have a time keeper
* Realistic Timelines
* Realistic Expectations of each other and our staff
* Keep communications open between two campuses
* Improve communication between IT and Digital Leaders
* Create and document timelines for projects
* Agree on professional development and increase drop in PD sessions
* Be decisive
* Openly share successes, frustrations and assume best intent.
* Minutes go out within 24 hours
* Have a good time!!!

**Year Long Goals**

* All Teachers Blogging as a parent communication tool and/or with students
* Setting parents and teachers up with Netvibes pages to follow the school/students
* Push in – push in – push in and team teach
* Student Led Conferences – Digital Portfolios
* Increase storage for teachers and students – one huge 5 terabyte space purchased and let teachers be in charge of back up
* Introduces Tools Systematically and have teachers share their successes/struggles
* Make technology less daunting - Sharing through blogging , Increase Drop-In Sessions, Co-plan and team-teach with teachers, Gather information about reasons for resistance, Showcase successful models, Bridge Communication between the two campuses
* One Globally Collaborative Project
* One Grade Level who will play with toys
* Have Tech Integrator be seen as helpful and a positive addition to the team
* Get away from 70% trying to infiltrate and 30% actually teaching
* Help very teacher has forward momentum at their own pace
* Maintain pipeline of information through sharing and accountability
* Get LCD projector in every teacher’s hand
* Help teachers feel empowered
* Help teachers create a digital portfolio – web based for PD/recruiting - \*\*\*
* PD – Puxi Program Alignment
* Attend team meetings faithfully
* Keep Family Time as Sacred Time
* Share Digital Success Amongst Teachers
* Focus on grassroot efforts with a few teachers at a time
* Share successes on blog pages and **get the information out to teachers**
* Promote Flex Scheduling even with formal loss of prep time
* Communication between our team, parents and students
* Write up a budgeting process
* Empower teachers not to enable
* Showcase finished products and help us support the S&Bs
* Align Integration approaches across campuses and divisions
* Teacher Tech Toolbox Set up at beginning of year – one username and one password
* Tech Integrator often seen as the go to person for everything – we need to be in the know
* Create FAQ on wiki page

**Learning 2.008 Discussion**

All tech integrators must attend.

**Using our Tools**

Daily Announcements – Please use scribefire to avoid spam via email. **Don** will send each of us the address and passwords

Moodle – Try to create a moodle class for everybody. You must use a separate login name for admin and to create classes. Best Practice – Give the enrollment key and then after kids enroll in the class, change the enrollment key.

Blogs – create your own teachers and students

Portal – take 15 minutes in and assembly about the uses of the portal

**Student gmail Accounts**

Ability to upload files in mass but you must have four things from each student

1. Username
2. Password of sas
3. First name
4. Last name

**Don** to send example file to Amanda. Check the username with the student before sending it on. Please send lists to Don by September 1, 2008. All students must change application email addresses to the gmail account by October 1, 2008. Tom to draft letter for teachers to accompany student lists by tomorrow.

Save as cvs file to create sasstudent.org account

**AUP**

Amanda sent this to all via email. Please work with principals to get signatures from all students. Amanda will confirm which grades in elementary must sign.

**FYI and Down Right Good Ideas:**

* Outside address to get onto GroupWise: 61.129.106.138 Port 1677 – Do Not Share with Teachers
* **Don** sent out tech plan to all members – please read!
* **Andy** to send out meeting schedules – who attends?
* Flickr does not work on IE – encourage use of firefox
* **Don** to ask Orion for flashdrives for newbie’s
* Tech Integrators should find out what the tech goal is for each teacher
* Get big screens at entrance of school to showcase digital success/announcements
* **Andy** to talk with Orion about 5 Terabytes of server storage
* September 17 in the a.m. – computer company presentations – have a sub

**Agenda Items Covered**

Tabled Agenda Items

* **Our operating norms for the year.**
* **Year long goals.**
* **Covering our Student and Community Profile especially for the new members of our group.**
* **Setting up student gmail accounts (logistics).**
* **Getting everyone up to scratch on the backend of our online resources.** (**blogs, Moodle, Photo/Media sharing etc).**
* **Getting school secretaries to post the Daily Announcements through a blog and thus as a RSS feed into the Edu Portal.**
* **Update on our 1:1 Laptop Learning Initiative.**
* **Understanding our roles and responsibilities. (Team leaders on each campus)**
* **PowerSchool update**
* **Parent Coffee presentations. (Good usage of Technology)**
* **Our team's wiki space.**
* **The Acceptable User Policy. (Working with principals to get EVERY student to sign it)**
* **Infrastructure update.**
* **Learning 2.008.**
* How do we document our work.
* Geeks on Demand, Geek Squad or some similar name. (roles and responsibilities).
* Surviving dual platform issue(s
* Integration Model – How it looks on each campus and in each division
* **Atlas = S&Bs - assistance**

Trudy Wong – PK, K

Mike Romard – 1,2,3

Simon Power – 4, 5

Jeff Dungan – 1, 3, 5

Kris Sheehan – K, 2, 3